

CITY OF BURBANK

LAW OFFICE ADMINISTRATOR

DEFINITION

Under direction, to perform a variety of confidential and complex administrative and secretarial duties for the City Attorney's Office; and to do related work as required.

ESSENTIAL FUNCTIONS

Assists in the administration of the City Attorney's office through coordination and supervision of the clerical function, handling of personnel, budget, payroll and purchasing functions; participates in the development and implementation of office goals, objectives, policies, practices, and procedures; administers and maintains City Attorney's Local Area Network computer system; communicates with executive, administrative and clerical staff regarding organizational policies and procedures; researches, gathers data, and compiles statistics and other reports and makes recommendations; assists in preparation and administration of the budget, including receipt and disbursement of money, processing invoices for payment and tracking expenditures; supervises, trains and evaluates employees; reviews and makes effective recommendations regarding hiring, promotions, transfers and disciplinary actions up to and including termination; prepares agenda items for City Council; composes and types correspondence and other routine documents as assigned; operates computer, calculator, and other office equipment; establishes and maintains efficient filing systems in a manner consistent with modern office practices and city-wide document retention requirements; monitors various clerical functions for efficiency and accuracy and recommends and implements modifications when needed.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern office methods, procedures, and equipment; English usage, spelling, grammar and punctuation; basic arithmetic and accounting methods; the Municipal Charter and ordinances affecting the functions and operations of the City Attorney's Office; Local Area Network applications, including programs, databases, and libraries used in a City Attorney's office; legal procedures, terminology and documents; sound budgeting principles; principles and practices of sound supervision, training, and performance evaluation.
- Ability to - organize and maintain record keeping systems; plan and direct the work of others; operate a variety of office equipment, including word processor and computer terminal; work independently and exercise judgment and initiative in the performance of assigned duties; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to high school graduation or equivalent and four years of experience in a responsible capacity as a legal secretary, or law office manager or network administrator in a law office. Ability to type accurately at a speed of 50 net words per minute.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.